
TRANSPORTATION



Section TR

STANDARDS FOR CAMP ACCREDITATION

Transportation safety is an important component of the camp's overall risk-management plan. The transportation standards help administrators consider the critical aspects of traffic control, vehicular safety, driver qualifications and training, and camper education concerning vehicle safety.

APPLICABILITY

All camps must score Standards TR-1 through TR-4, regardless of whether or not the camp provides transportation. Any time a camp provides transportation, even if only once or twice, the transportation standards apply.

Camps that meet any of the following criteria must score Standards TR-5 through TR-18:

- Provide or arrange for transportation,
- Transport campers, staff, or user group-members, or
- Use camp-owned, private, leased, or commercial vehicles

On the other hand, Standards TR-5 through TR-18 are not scored when user groups provide their own transportation.

Depending on the type of programs and services the camp offers throughout the year, camps may need to address the transportation requirements for some programs or operational modes and not for others.



TR-1 MEDICAL EMERGENCY TRANSPORTATION MANDATORY (ALL)

Does the camp have a system in practice that assures emergency transportation is available at all times by:

- The camp or user groups, or
 - Community emergency services with whom prior arrangements have been made in writing?
- YES NO

Does not apply to camps with no base site and to non-medical religious camps.

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: "Available" by the camp means that specifically designated vehicle(s) are in operational order with enough fuel to reach primary emergency locations and are not being used for other jobs. "Arrangements ... in writing" may include notification letters to local providers of emergency transportation services, including those contacted through the 911 system. Notification should identify the primary usage dates and precise location of the camp or program.

If user groups are responsible for their own emergency transportation, this expectation should be identified in a contract or use agreement, or clearly specified in written procedures provided to groups. For additional safety, emergency numbers and directions to the camp should be posted or provided.

COMPLIANCE DEMONSTRATION: Director/staff description of system and options; visitor observation of designated vehicle(s) available; written notification to or verification from community emergency services; written procedures for user groups.

WRITTEN DOCUMENTATION IS REQUIRED



TR-2 TRAFFIC CONTROL

Does the camp control vehicular traffic on-site by clearly posting designated speed limits or restrictions, traffic areas, parking, delivery areas, and pick-up areas? YES NO

INTERPRETATION: The intent of this standard is to protect pedestrians from vehicular traffic. Attention should be given to concerns such as delivery trucks, camp vans or buses, staff vehicles, camp maintenance vehicles, user-group and visitors' vehicles, vehicles used in camp programs, vehicles used to deliver camper or staff luggage to sleeping areas, speed limits, parking areas, traffic restriction areas, and controlling pedestrian traffic. Camps using public parks or property with public roadways can develop plans for controlling the camp's vehicular traffic in the area they are using.

COMPLIANCE DEMONSTRATION: Visitor observation of vehicular traffic and posted signs on the campsite; director/staff description of traffic control procedures.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp has no base site or if no vehicles are on the campsite.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-3 ARRIVAL AND DEPARTURE

Does the camp have procedures for the orderly arrival and departure of vehicles and for the unloading and loading of vehicles? YES NO

INTERPRETATION: The intent of this standard is to provide an orderly system for the arrival and departure of groups by bus or van and of individuals by personal vehicles. In this situation, some procedures may be as simple as designating parking areas and prohibiting traffic in most areas of the campsite. Other camps that allow motorized traffic beyond the welcome area may need more elaborate plans.

Procedures should also include guidelines for the supervision of campers during their arrival and departure. Camps using public parks or property with public roadways may also need plans for controlling camp pedestrian patterns during heavy traffic periods, such as arrival and departure at day camps. Camps should also evaluate procedures for loading and unloading vehicles, especially buses, for trips off the campsite.

COMPLIANCE DEMONSTRATION: Visitor observation of arrival or departure and loading and/or unloading of vehicle procedures where possible.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-4 NONPASSENGER VEHICLES

Does the camp prohibit the transportation of persons in nonpassenger vehicles?
YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The intent of this standard is to prohibit the transportation of individuals in the back of pickup trucks or wagons where seats are not attached to the vehicles. User groups should be informed of this policy. The exception is for hayrides, when wagons or trucks are driven at slow speeds (5-10 mph) off public roads, and where protective devices are provided to keep people from falling out or off of the vehicle.

COMPLIANCE DEMONSTRATION: Director/staff description of policy in place.



CAMPS PROVIDING TRANSPORTATION

Standards TR-5 through TR-18 APPLY to any and all transportation of campers, staff, or user-group members provided by, planned for, or arranged by the camp, whether in owned, leased, private, or commercial *LAND* vehicles. This requirement includes, as examples:

- Camp-arranged transportation to and from camp
- Transportation to activity sites such as pools, stables, or lakes
- Transportation for day trips or field trips
- Transportation to trip sites and within the trip/travel program itself
- Group transportation in any kind of passenger vehicle – bus, van, SUV, car

These standards *DO NOT APPLY* to the use of regularly scheduled public transportation (e.g., trains, limos, buses, taxis, trams, etc.) or to watercraft transportation, such as ferries – whose operation is subject to local or other regulation. In addition, these standards *DO NOT APPLY* to user groups that provide their own transportation.

These standards are *NOT SCORED* for camp-maintenance vehicles (e.g., tractors, trucks, golf carts, etc.), unless they are used to transport persons other than maintenance, housekeeping staff, health supervisor, or administrative staff. These standards are *NOT SCORED* for the occasional unscheduled transport of individual campers or staff in an emergency or medical situation. However, camps are advised to consider the requirements of the transportation standards when establishing guidelines for any vehicle use within the camp operation.

Standards TR-5 through TR-18 *DO NOT APPLY* if the camp provides no transportation.



TR-5 TRANSPORTATION INFORMATION FOR PARENTS

Are parents or guardians of campers who are transported to/from camp provided written information that includes:

- Pick-up and drop-off times,
- A system to communicate changes or emergencies that would affect the campers' pick-up or drop-off time or location,
- Pick-up and drop-off safety procedures, and
- Safety rules for van or bus travel if provided by the camp?

YES NO

Does not apply if the camp never provides transportation for campers between camp and home or pick-up/drop-off points.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Safety procedures include safety regulations at the pick-up and drop-off points, as well as camp policies concerning the responsibility of the care of children before pick-up and after drop-off. Pick-up and drop-off points may be individual homes, central locations, bus depots, airports, etc.

Examples of required notification include cancellation of a day-camp session due to unsuitable weather, a transportation delay of more than 20-30 minutes, the illness of a child, or an accident that requires professional medical attention. A camp's procedures may include immediate contact with parents in some cases, or a means for parents and guardians to get additional information, such as a number to call if a bus is late.

COMPLIANCE DEMONSTRATION: Visitor observation of written information to parents.

WRITTEN DOCUMENTATION IS REQUIRED



TR-6 TRANSPORTATION POLICIES

Does the camp have written transportation policies that specify:

- Supervision ratios of staff-to-campers that consider the age, mental ability, and physical condition of all passengers, and
- The availability and location of health information and permission-to-treat forms for campers for whom the camp is directly responsible?

YES NO

INTERPRETATION: The camp should analyze situations that may require additional staff supervision when determining transportation supervision ratios. For example, a camp may want to avoid instances when a child would be left alone in a vehicle with only one staff member.

The intent of the second part of Standard TR-6 is for camps to determine when health histories, health exam forms, or permission-to-treat forms should be with the group. The standard does not require that the health information always be carried. For nonmedical religious campers, this health information refers to health histories and appropriate waiver forms.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for examples of waiver forms.

COMPLIANCE DEMONSTRATION: Visitor observation of written policies; director/staff description of the implementation of the camp's transportation policies.

WRITTEN DOCUMENTATION IS REQUIRED



Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-7 ACCIDENT PROCEDURES

Does the camp's policy require that each vehicle transporting campers carry a camp staff member who has been trained to follow written accident procedures for:

- Providing or securing care for the injured,
 - Supervising the uninjured,
 - Specifying whom to notify in an emergency, and
 - Identifying witnesses and obtaining appropriate accident or emergency information?
- YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The staff member mandated by the standards may be the driver. Camps may also want to specify that the staff member be an adult, as defined by governing authorities. While the standard applies only to vehicles carrying campers, camps should consider these concepts when developing policies and procedures for staff use of vehicles.

COMPLIANCE DEMONSTRATION: Visitor observation of written accident procedures; director/staff description of policy's implementation.

WRITTEN DOCUMENTATION IS REQUIRED

TR-8 BUS/VAN SUPERVISOR

Does not apply if vehicles larger than 15-passenger vans are not used.

Does the camp require that any vehicle transporting 15 or more campers carry, in addition to the driver, a camp staff member who has been trained in safety responsibilities and group management?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard applies to transportation that occurs in vehicles larger than 15-passenger vans. Examples of safety responsibilities in this regard include the management of behavior, accounting for all passengers, use of seat belts, etc.

COMPLIANCE DEMONSTRATION: Director/staff description of the accident policy and procedures in use.

TR-9 SAFETY PROCEDURES

Does the camp implement written safety procedures for transporting persons that include:

- Vehicles are loaded only within the passenger seating limits established by the manufacturer,
- All persons wear seat belts when provided,
- All passengers remain seated while the vehicle is moving,

And, when applicable,

- All vehicles follow convoy travel procedures, and
- Persons in wheelchairs are seatbelted into wheelchairs that are in locked positions and secured to vehicles?

YES NO

INTERPRETATION: The intent of the second part of Standard TR-9 is not to mandate seat belts in vehicles such as school buses where seat belts are not required by law. If children weighing under 40 pounds are transported, appropriate child seats must be used. Procedures should also specify when persons under a certain size should be restricted to rear seats in vehicles when air bag safety is a concern. The requirement to remain seated may be modified, as appropriate, when campers are traveling in motor coaches with toilets on board.

Convoy travel refers to more than one vehicle traveling with the intent of staying together on the road and at stops. Vehicles traveling independently to the same destination are not necessarily in convoy.

When persons in wheelchairs are transferred to vehicle seats, they should wear the provided seat belts. The wheelchair should then be safely stowed.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of the implementation of the camp's transportation safety procedures.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-10 TRANSPORTATION ORIENTATION

Does the camp require that all passengers be provided with an orientation to safety regulations and procedures concerning vehicles in use? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Training provided to campers should occur on their first day of being transported and should include evacuation procedures, where possible and allowed, if buses are used for transportation. Training topics should include wearing seatbelts (if provided), remaining seated while the vehicle is in motion, not blocking exit doors with equipment, not distracting the driver, etc.

COMPLIANCE DEMONSTRATION: Director or driver description of training provided.

TR-11 EMERGENCY EQUIPMENT

Does the camp require that all motor vehicles used by the camp for transportation be equipped with first-aid kits and emergency accessories? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Emergency accessories" include at least reflectors and fire extinguishers, and may also include other supplies, such as shovels or blankets, that may be necessitated by weather conditions.

"Equipped" means these articles are in the vehicle when transporting campers or staff. The camp may keep this equipment in a central location for use at the appropriate time.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected vehicles and equipment or director/staff description of procedures for equipping vehicles.

TR-12 PRIVATE VEHICLE USE

Does the camp have written permission from the owners of private vehicles to use their vehicle(s) for transportation? YES NO

INTERPRETATION: This standard applies to all private vehicles that are used for transportation (e.g., trips, excursions, camp business errands, visits to the doctor or hospital, and transport to and from camp).

The purpose of this standard is to assure that the owner specifically grants permission for the vehicle to be used to transport people. This standard applies to vehicles owned by parents or brought to camp by staff. Permission is assumed (i.e., written authorization not required) if the owner is driving her or his own vehicle. Owners who grant permission are not required to show maintenance records on private vehicles. However, camps may want to advise vehicle owners that their permission implies their responsibility to have an adequately maintained vehicle.

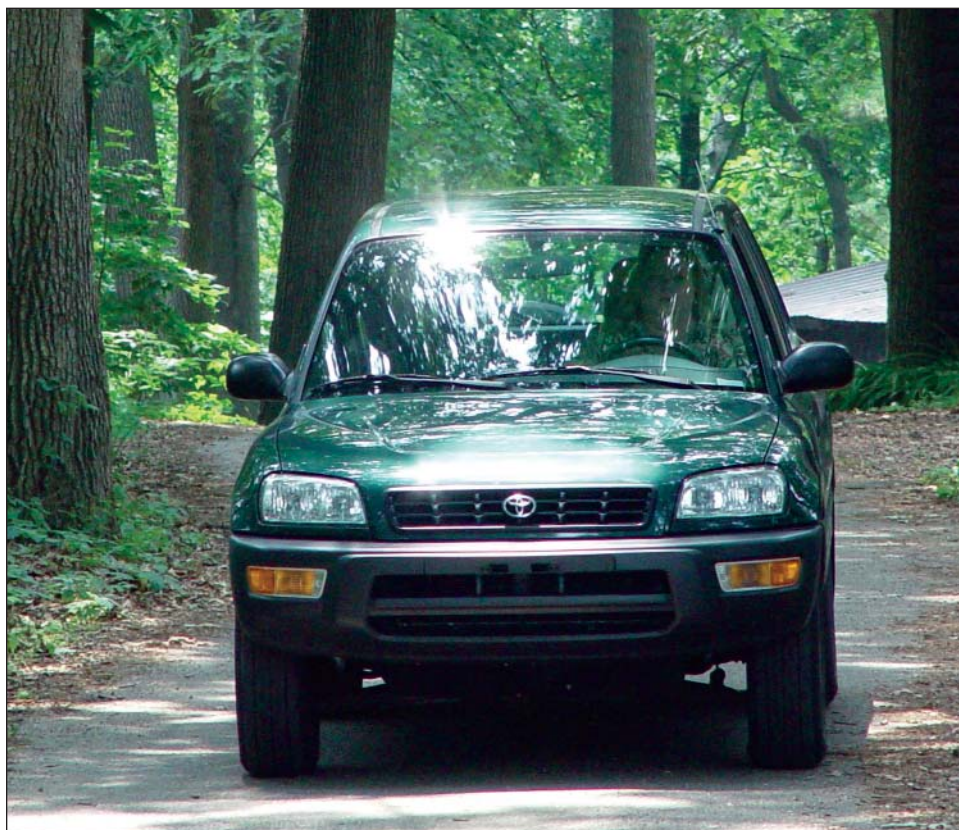
COMPLIANCE DEMONSTRATION: Visitor observation of written authorizations.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if private vehicles are not used by the camp for transportation.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



TR-13 ~~LEASED, RENTED, OR CHARTERED VEHICLES WITH DRIVERS~~

Does the camp have written evidence that the provider(s) of transportation vehicles:

- Implement a system of regular maintenance and safety checks on vehicles, and
- Verify the acceptable driving record and experience of any drivers provided by the vendor?

YES NO

Does not apply if no vehicles are leased, rented, or chartered by the camp for transportation.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The standard applies to vehicles leased, rented, or chartered for any period of time.

Written evidence may include appropriate policies from the leasing company, a record of regular maintenance procedures, and a signed statement indicating the requirements that must be met by all drivers hired by the company. These statements may be found in the leasing contract, in promotional materials for the company, or in a checklist for bids. Other written assurances from the company may include a letter or signature on a statement prepared by the camp.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence for all leased vehicles.

WRITTEN DOCUMENTATION IS REQUIRED



CAMPS PROVIDING DRIVERS

The following standards are scored for all transportation when the camp provides drivers, whether the vehicles used are owned, leased, rented, or borrowed. These standards are scored only for transportation provided by the camp, *NOT* for user groups providing their own transportation.

Camps must meet Standards TR-14 through TR-18 for all drivers and vehicles that can reasonably be anticipated for use. On the other hand, Standards TR-14 through TR-18 *DO NOT APPLY IF ALL* transportation provided by the camp is in *CHARTERED* vehicles hired *WITH DRIVERS*, including emergency transportation.



TR-14 MECHANICAL EVALUATIONS

Does the camp have written evidence that all motor vehicles used by the camp to transport passengers have been evaluated for mechanical soundness by qualified personnel:

- At least quarterly for year-round camps, or
- Within the month prior to seasonal use?

YES NO

Does not apply to private vehicles.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard applies to all vehicles driven by camp drivers that are used by the camp to transport campers, camp staff, or user-group participants. "Qualified personnel" include mechanics or other persons with training or experience in vehicle maintenance. The evaluation may be done by qualified personnel from the leasing company. "Evaluate mechanical soundness" means checking and making any repair necessary to assure the readiness of the vehicles to transport passengers. Depending on their scope and intent, state vehicle inspections may not be sufficient to meet the requirements of the standard.

Owners who grant permission for use of their vehicles are not required to show maintenance records on private vehicles. However, camps may want to advise vehicle owners that their permission implies their responsibility to have an adequately maintained vehicle.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation (e.g., entries in a vehicle log book, maintenance receipts); director/staff description of procedures and qualified personnel.

WRITTEN DOCUMENTATION IS REQUIRED



TR-15 SAFETY CHECKS

Does the camp implement a written policy related to safety checks on vehicles used to transport persons that includes:

TR-15A: Checking the tires for proper inflation and wear each day that the vehicle is used? YES NO

TR-15B: Establishing a frequency and process for checking all of the following items:

Lights,
Windshield and wiper condition,
Emergency flashers,
Horn,
Brakes,
Mirror, and
Fluid Levels?

YES NO

INTERPRETATION: When checking tires for proper inflation, staff should be especially careful to determine the proper tire inflation by the tire type and size, or one that is established by the manufacturer's guidelines for the vehicle.

Directors should check local codes for frequency of safety checks required for the items in Standard TR-15B. Some states require safety checks prior to each use for certain types of vehicles. Written documentation of the check is required by some states or local jurisdictions.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a sample safety checklist.

COMPLIANCE DEMONSTRATION: Visitor observation of written policy; director/staff description of the policy's implementation.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

TR-16 DRIVER REQUIREMENTS

Does the camp have written evidence of procedures in practice to verify that all drivers used for transportation meet minimum requirements, including:

- Driving records that have been reviewed within the last four months for seasonally hired drivers or within the last twelve months for year-round drivers to determine driver suitability, and
- Drivers have the appropriate license for the vehicles to be driven?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Some states and insurance policies specify age requirements for drivers who transport children. Other factors to consider in selecting drivers include driving experience, experience on driving on the right side of the road, and experience with the type of vehicle to be driven.

Driving records “reviewed” means that the state police records for each driver have been checked by the either camp or the camp’s insurance agent. Such a review would include evaluation of past driving records for revocation or suspension of license, moving violations, accidents, or charges for DWI or DUI. The camp should have procedures for conducting reviews and evaluating the results of such reviews prior to driver assignments.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a checklist of driver requirements.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures used; visitor observation of written procedures and/or written evidence of record and license checks.

WRITTEN DOCUMENTATION IS REQUIRED



TR-17 TRAINING FOR DRIVERS

Does the camp provide training for camp drivers on written procedures that include instructions for:

- Backing up,
- Loading and unloading passengers at pick-up and drop-off points,
- Dealing with vehicular breakdowns or passenger illness,
- If buses are used, evacuation procedures,
- Handling camper behavior,
- Location of campers during refueling, and
- Checking the vehicle prior to the transportation of persons?

YES NO

INTERPRETATION: The intent of this standard is to go beyond the training required for a commercial driver's license by focusing on the camp's procedures for the items listed. Directors should note that insurance statistics suggest the highest proportion of camp vehicular accidents occur while the driver is backing up. Training may be behind-the-wheel or through a review of written procedures. Requirements for safety checks and frequency are indicated in Standard TR-15. Standard TR-18 defines when behind-the-wheel training is required.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a checklist for driver training.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of training provided.

WRITTEN DOCUMENTATION IS REQUIRED



Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-18 DRIVER SKILL VERIFICATION

Does the camp have written evidence that behind-the-wheel training and practice for camp drivers has been provided if the vehicles differ in size or capacity from the drivers' regularly driven vehicles? YES NO

Does not apply if drivers do not drive vehicles for the camp that differ from their regularly driven vehicles.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Camp administrators need to verify that drivers have the skill to appropriately handle the vehicles to be driven. Adjusting to handling differences, stopping distances, and use of mirrors will only come with behind-the-wheel experience. Actual driving experiences should be provided prior to transporting campers.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for driver skill verification list.

COMPLIANCE DEMONSTRATION: Visitor observation of written training records.

WRITTEN DOCUMENTATION IS REQUIRED

